

**Shawnee County Extension Executive Board Meeting Minutes**  
**Tuesday December 9<sup>th</sup>, 2025, via zoom**

1. Rick Miller, Vice Board Chair called meeting to order at 5:31pm
2. Roll call - Mary Tyler, Secretary. Members present Angela Dake, Angela Dailey, Chad Bullock, Jill Rice, Laura Moore, Lisa Pfannenstiel-Garrison, Mary Tyler, Rick Miller
3. Agenda items – Addition/deletions/approval - None
4. Public Comment - None
5. Communications – None
6. Consent Agenda Items
  - a. Review and/or Corrections of November board meetings minutes.  
Board Minutes from Nov. 5<sup>th</sup> (Ag Agent Interviews) Nov. 10<sup>th</sup> (Annual Council Meeting) Nov. 10<sup>th</sup> (Nov. Board Meeting).
  - b. Treasurer's report by Laura Moore  
Net balance \$918,356.53, Bank deposit \$2,576.66, University checks received \$5,163.38, Total receipts \$ 926,096.57, expenditure \$67,756.67, Net Balance \$ 858,339.90.
7. Reports
  - a. PDCs – None
  - b. Agent Report- Candis Stiles, Community Vitality
  - c. Director Report – Candis Stiles We had ALL THREE commissioners at our Celebration breakfast, I think this confirms it was a good move to change our format to breakfast. Our Security system in being installed tomorrow and Thursday of this week. You can see the first payment was made from our Cap Outlay fund. We will have another \$4,000 after installation that we will take out of our appropriated funds. Our staff development day is Dec. 18<sup>th</sup> we will start upstairs setting some priorities for our office for 2026, Eating Lunch at Potwin Pottery while we have some social time then ending the day at the State of Kansas employee training center doing a teambuilding lesson/activity.
8. Unfinished Business None
9. New Business
  - a. Motion to approve the consent agenda Laura Moore made motion to approve, Angela Dake second, motion carried.
  - b. Approval of Annual Audits by Extension Related Groups-Audits for approval; Auburn 4-H Club, Deer Trail 4-H Club, Dover 4-H Club, Indian Creek 4-H Club, Rossville Rustlers 4-H Club, Bunny Bunch 4-H Club, Shooting Sports Project Club, 4-H Events Council and 4-H Exchange. Angela Dailey made motion to approve, Angela Dake seconded, motion carried.
  - c. Excellence in Board Leadership (emailed to all board members) The board discussed the assessments and completed one as a group for Candis to submit to Kansas State.
  - d. State Extension Advisory Council Vote (One ballot per board) Barbara Coultis is running to represent metro counties. Her opponent is Janet Sprecker from Sedgewick County. Laura Moore made a motion to cast our vote for Coultis, Lisa Pfannenstiel-Garrison seconded, motion carried.
  - e. Consider appointing an FCS Extended PDC member Sofia will present this. The

board can appoint an unlimited number of extended PDC members as they are not voting members. Those members must be elected. Pamela Brown would like to be on the FCS extended PDC. Lisa Pfannenstiel-Garrison made a motion to approve, Angela Dailey seconded, motion carried.

f. Office Purchase Candis presented a list of possible office purchases for the end of the year. Items proposed are podium for the Extension Meeting Room, Two new hand trucks for taking supplies in and out of the office, one bigger chair without arms for Atalie for counseling appointments, and five standing desks for the staff that would like to have that option. The standing desks will be the only purchase that will have to go on inventory because they are over \$500.

Budget \$ left in Dec. \$153,001 -6,571 (Nov. Visas) -50,000 (Dec Expenses) - 35,000 (pledged Funds) -595 (Staff Day Budget) leaves \$60,835. Laure Moore made a motion to approve office purchases up to \$19,000, Lisa Pfannenstiel-Garrison seconded, motion carried.

10. Adjournment Lisa Pfannenstiles-Garrison made motion to adjourn, Chad Bullock seconded, motion carried.

Next Meeting January 13th  
2025 Board at 5:30pm  
2026 Board Immediately Following

In Person in Extension Meeting Room Dinner ready at 5pm

Joint PDC Meeting January 26<sup>th</sup> at 6pm

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Mary Tyler Secretary

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Rick Miller Board Vice Chair